

MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: 09 – 27

DATE: September 10, 2009

SUBJECT: EMPLOYMENT OPPORTUNITY – VACANCY FOR PARTICIPANTS
TRAINING SPECIALIST, PROGRAM DEVELOPMENT & ANALYSIS (PDA)
OFFICE, USAID/KENYA

OPENING DATE: Immediately

CLOSING DATE: September 18, 2009

Office: Program Development & Analysis (PDA), USAID/Kenya

Title: Participants Training Specialist

Grade: FSN - (PSC) – 4005-11

Who May Apply: All qualified Kenyan citizens.
Employees currently on probation are ineligible to apply.

BASIC FUNCTION OF POSITION:

The Participant Training Specialist/Assistant PDO will support the entire USAID/Kenya Team in all aspects of participant training functions. He/she will be responsible for administering USAID funded training of Kenyan participants in the U.S. or third country and also USAID funded participants from third countries studying in Kenya. He/she will also deputize the Mission's PDO in all aspects of project development functions in Activity Design and Approval, in Annual Portfolio Reviews, including all other functions of the PDO functions. The Participant Training Specialist/Assistant PDO will also play an advisory role to all USAID/Kenya partners who will carryout AID funded training activities.

MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME:

Participant Training - 70%

The incumbent will be responsible for administering AID-funded training of Kenyan participants in the United States, or third countries, and of participants from other Missions undertaking training in Kenya. The incumbent will also assist technical offices, USAID's partners and implementing agencies in the administration of in-country training programs. Specific duties and responsibilities include the following:

1. Working closely with Technical Offices, and implementing Partners and AID contractors, the Host Government, the incumbent will prepare an Annual Mission Training Plan for all AID funded Participants and ensure compliance with both ADS 252 and 253, with the requirements of J-1 Visa and any other Agency's participant training policies and procedures. The incumbent is solely responsible for ensuring all participants training requirements are followed including but not limited to drafting of the

relevant participants training waivers and updating the participant training Mission Orders where applicable.

2. Receives and screens applications and nominations from Government of Kenya, private sector, Implementing partners and Washington funded participants. Reviews participant training requests to determine:
 - a. Whether the desired training can be funded under the Mission's ongoing programs/activities.
 - b. Whether nominated candidates have sufficient academic background and/or experience to meet training pre-requisites and to enable them to complete program successfully.
 - c. Whether desired training may be obtained in the U.S., at a host country facility or in a third country.
3. Based on information and guidelines available and in consultation with technical offices, Contracting Officer's Technical Representatives, implementing partners, and the host government, processes all participants and prepares the relevant training documents which include funding information, training request and participant's biographical data information. Assures smooth flow of documents for the purpose of Mission's clearances. Ensures all the participants meet the J-1 Visa requirements before entering any participant in the TraiNet Data system or forwarding for processing a participant training documentation package to the Embassy counselor section.
4. Compiles statistical data and prepares reports as required by the Mission and AID/Washington on the USAID/Kenya participant training program, including an up-to-date file of all participants (including those trained under host country contracts).
5. Advises the Mission staff and implementing partners on training policies and procedures. Maintains up-to-date knowledge of all training courses appropriate to achieving the objectives of Mission assistance programs. This includes keeping AID ADS 252 and ADS 253 Chapters and other policy guidelines updated, and providing, on behalf of USAID/Kenya, feedback and guidance to AID Washington on matters relating to training in the field where Applicable.
6. Monitors the TraiNet to ensure all participants return within the stipulated timeframe. Advises the Program Development and Analysis Chief, the technical offices, AID Washington and the Mission Management immediately there is any detection of non- returnee as appropriate and as stipulated in the training guidance.
7. Screens bills received from training institution or other organizations providing services to determine their propriety before payment. Also screens claim vouchers received from trainees for reimbursement of specified expenses to determine that such claims fall within authorized limits.
8. Reviews and replies to a variety of requests including applications for sponsorship, financial assistance and information on training facilities from Host Government, individual Kenyans as well as organizations on behalf of their employees.
9. Assists as directed by the Chief, Program Development and Analysis Office in design and implementation of projects in the human resources development implemented by both implementing partners, host country contractors and other regional and central funded activities, and other categories of AID funded activities having significant training component.

Project Development Functions: - 30%

The incumbent will assist the Project Development Officer in the preparation and development of documents, and designs for new programs and projects, and modifications of existing activities. Specific duties include the following:

1. Assist in preparation and review of Activity Approval Documents, Development Assistance Grant Agreements (DAGAs), and other agreements (grants and cooperative agreements).
2. Assist in coordinating the review, approval, and authorization and obligation process for Mission activities.
3. Assist in the provision of information on host country capabilities and priorities as they affect the program and ensure that project design takes into consideration such priorities for maximum host country support and cooperation.
4. Ensure that management controls and monitoring systems are built into each program/project.
5. Participate in Semi-Annual Portfolio Reviews and in preparation of the annual report.

REQUIRED QUALIFICATIONS:

Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

a) Education:

Masters degree from an accredited university in education, business administration or international development is required.

b) Prior work Experience:

From five to ten years of progressively responsible, professional-level experience in program and project management and participant training is required. At least five years of this experience should have been in development assistance, or related work for USAID, other donor agencies, host-government organizations, or private sector institutions. Experience should include analysis and interpretation of data and presentation of findings in written and oral form. Prior work experience with USAID or other bilateral or multilateral development agencies is highly desirable. **(40%)**.

c) Language Proficiency:

The incumbent must speak and write English fluently and be capable of editing the written work of others. Level IV English proficiency is required.

d) Post Entry Training:

Rapid familiarization with a wide range of Agency policies, procedures and regulations. Development Studies, Activity Design and Implementation, Contracting/Agreement Officer's Technical Representative (C/AOTR) and Activity Management course will be arranged if possible.

e) Knowledge:

A thorough knowledge of the concepts, principles, techniques, and practices in the field of endeavor is required. A thorough knowledge of Kenya's education requirements and providers of quality graduate education in the US is required. A good working knowledge of Kenya's economic, political, social and cultural characteristics is highly desirable.

A thorough and detailed understanding of the substantive and administrative elements of USAID program development, implementation, monitoring and evaluation processes is essential. The incumbent must be able to obtain, analyze and evaluate complex data and to prepare precise and accurate analyses, written reports and oral briefings of information received. Knowledge of computer application is required. Broad knowledge of accounting and internal control processes is necessary. He/she should, as soon as possible, develop a broad and thorough knowledge of USAID programming policies, regulations, procedures, and documentation as described in the ADS. **(30%)**

f) Abilities and Skills:

The incumbent must be able to develop and maintain extensive range of contacts with highest and working level officials through out the Mission, as well as key officers within USAID/EA, including the Legal Office (RLA), Procurement Office, government of Kenya officials, donors, private sector and non-governmental participating organizations. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission. Demonstrated capability for perceptive analysis and the ability to obtain, analyze evaluate a variety of data and to organize and present it in a meaningful terms, write and speak effectively are required skills. In addition, the incumbent will be expected to participate actively in meetings as appropriate with the Embassy, AID/Washington representatives, other donors, the GOK and other recipient entities. **(30%)**

POSITION ELEMENTS:

- a) **Supervision Received:** The incumbent will be directly supervised by the Program Officer who will assign duties primarily in terms of desired results. Performance is reviewed mainly for accomplishments and conformance to USAID policy. The incumbent will be expected to perform independently the required review, analysis, approval, authorization, and monitoring responsibilities. Work will be expected to meet established standards. The incumbent will be expected to develop his own work schedule, procedures for accomplishing tasks and independently resolve problems which may arise during accomplishment of these objectives.
- b) **Available Guidelines:** General guidelines are available in the form of verbal instructions from the supervisor and other senior staff including USAID guidelines in Automated Directives Series, Mission Orders, Administrative Notices, cables, policy papers, "lessons learned" and recommendations provided by assessment/review teams. These are general guidelines as they are ever changing and present options and approaches rather than blueprints. Therefore the incumbent must be able to assess alternatives and interpret the guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.
- c) **Exercise of Judgment:** Responds to routine enquiries both on phone and in writing. On his/her initiative, ensures that officers meet deadlines of preparing reports and other assignments. Liaises with other offices to ensure clearances and signatures of documents are made on time and reports on delinquent actions to the relevant officers. In making decisions, the incumbent will need to consider and be sensitive to the merits of proposals, completed evaluation reports and special assessments and feasibility of these reports given local conditions and a variety of factors.
- d) **Authority to Make Commitments:** None
- e) **Nature, Level and Purpose of Contacts:** The incumbent maintains contacts with staff at all levels of the USAID Mission (USDH, FSN and contractor staff), with AID-funded Personal Service Contract (PSC) and institutional contractor staff, with other bilateral and multilateral donor organizations, with non-governmental organizations and with the general public. Contact

will be of a continuous nature through day-to-day meetings and periodic sessions. Many of these contacts will be for the purpose of obtaining or providing project-specific information on program/project implementation issues.

- f) **Supervision Exercised:** Within the context of the field of responsibility and with the approval of the direct supervisor, the incumbent can initiate discussions that that lead to financial commitments. No direct financial commitments. No direct financial commitments of U.S. public funding are authorized.
- g) **Time Required to Perform Full Range of Duties after Entry into Position:** The incumbent will be expected to work a full 40 hour week and to be available on an as-needed basis to deal with emergency situations and during times of heavy workload. It is expected that 90 days will be required for the incumbent to become familiar with the tasks outlined in this position and one year to undertake the full range of duties.

NOTE:

Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.

HOW TO APPLY

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

External applicants must submit an application letter explaining their qualifications against our requirements, updated resume/curriculum vitae, and copies of all relevant academic certificates to the Human Resources Office. Please note that this position has been advertised in the ***Daily Nation*** and ***Standard*** newspapers.

All applications must reach the USAID Human Resources Office, Ground Floor, by COB September 18, 2009.

USAID Human Resources Office,
Ground Floor, P.O. Box 629, Village Market 00621, Nairobi
Re: Participant Training Specialist, PDA/USAID/Kenya